

BIA - 3/12/27

CONTENTS OF OFFICIAL PERSONNEL FOLDER (RIGHT SIDE)

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25X1A9a

1. SF 57 - 1947
2. No Strike Affidavit - 1947 - Dept. of Interior
3. Appointment " " " , 6/16/47
4. No Strike Affidavit 1947 " " " , 7/21/47
5. Resignation from Dept. of Interior, 8/29/47
6. Personnel Action Resignation - Dept. of Interior, 8/30/47
7. Bond Paper to Indicate Separation of Papers in the Folder between This Agency and others.
8. 3 Tissue Sheets supplementing SF 57 showing various places of residence
9. SF 57 dated 9/6/51
10. SF 57 dated 10/22/51
11. SF 61 Appointment Affidavits 10/22/51 - Geological Survey
12. SF 85 - Supplement to SF 57
13. Memo to Nat. Parks Commission from Geological Survey dtd 10/23/51, to verify service.
14. Form DD 238, Requesting Personnel Folder
15. Copy of letter to 4th Civil Service Region, transmitting Forms 85 & 87 for Federal Employees Loyalty Program.
16. SF 78A Medical Appointment and Report - 11/20/51 (Geological Survey)
17. Memo dtd 1/3/52, to Records Section, from Placement Section (Geological Survey) verifying military service record.
18. Performance Rating for Period 10/22/51 - 4/21/52 (Geological Survey)
19. SF 52 dtd 10/9/52 terminating Temporary Appt. at Dept. of Interior
20. SF 50, dtd 11/6/52, " " " " " " "
21. Letter of transmittal from Dept. of Int. to CIA forwarding official folder.
22. Separator for personnel documents pertaining to Dept. of Interior
23. Tentative Security Clearance - Form type memo dtd 5/2/44.
24. P.H.S. dtd 3/23/44
25. Temporary Appt. dtd 5/25/44 - OSS
26. Resignation from OSS dtd 9/8/44.
27. Investigation Report dtd 8/27/47
28. Security and Cryptographic Approval dtd 11/30/48
29. PHS dtd 6/5/47
30. Service Record Card (Key Sort)
31. SF 57 dtd 5/6/47
32. No Strike Affidavit dtd 9/8/47 - (CIG)
33. Oath of Office dtd 9/8/47.
34. Oath of Office dtd 4/5/48 (Form 33-11)
35. Notification to Employee that he has been accepted for appointment (copy).
36. Same as 35 above (original)
37. Agreement to serve overseas for 2 yrs - dtd 4/5/48.
38. Report of Physical Qualifications for Duty (OS) dtd 4/6/48.
39. Residence and dependency report dtd 1/13/49.
40. Request for Medical Examination and/or Immunization dtd 5/23/50.

41. SF 50 - dtd 9/8/47 - Excepted Appt. at CAF 2
42. SF 50 - dtd 5/28/48 - Resignation
43. Personnel Action Request - Special Funds - Form 37-1 (1947) dtd 2/5/48 -  
Appt. to Mail & File Clerk at GS 5 050 - [REDACTED] 25X1A6a
44. Confidential Funds Personnel Action, Form 37-1(1949); Transfer from  
[REDACTED] 25X1A6a
45. Confidential Funds Personnel Action Form 37-1; Periodic Pay Increase (1949)
46. Confidential Funds Personnel Action Form 37-1, 11/4/49, Conversion to New  
Salary Scale in accordance with Classification Act of 1949.
47. Confidential Funds Personnel Action Form 37-1, 3/13/50, Periodic Pay Increase
48. Confidential Funds Personnel Action Form 37-1, 5/23/50, transfer from [REDACTED]  
to Wash., D. C. 25X1A6a
49. Confidential Funds Personnel Action 5/31/50 - Resignation
50. Memo to Chief, Covert Personnel Division, 2/2/53, from Chief, Security Div.  
notifying of provisional security clearance.
51. Memo to Chief, Covert Personnel Div. from Chief of Security Div., 2/10/53,  
notifying of completion of name checks.
52. Memo to Chief, Covert Pers. Div. 2/24/53, from Chief, Sec.Div., notifying  
of approval for access to Secret classified data.
53. Memo to Chief, Covert Pers. Div. 3/27/53, from Chief, Security Div., notifying  
of security approval for access to classified information.
54. Photostats of MHS dtd 12/4/52.
55. Divider with "tab" marked "Sec.P.H.S."
56. Report of Physical Qualifications 2/18/53 - Form 37-32
57. Divider with tab marked "Medical"
58. Statement of Prior Federal and Military Service, SF 114, dtd 2/9/53
59. Residence and Dependency Report Form No. 37-79 dtd 2/9/53
60. Form 51-102 dtd 2/9/53 notifying applicant of acceptance for appointment  
at GS-7, Mail & File Supervisor.
61. Appointment Affidavits SF 61, 2/9/53.
62. Report of Qualifications Form 37-70E 2/11/53
63. Personnel Qualification Questionnaire Form 37-152, 3/5/53
64. Report of Clerical Induction Training, 3/10/53
65. Personnel Evaluation Report Form 37-151 - 12/23/53
66. Memo of record of training completed in records management, 5/29/53
67. Personnel Evaluation Report dtd 9/10/54
68. Waiver of Life Insurance Coverage, 9/1/54
69. Divider with tab marked "Other"
70. Fitness Report, 1/27/55
71. Divider with tab marked "Fitness Reports"
72. Medical Action Request and Report 6/6/55
73. Request for Personnel Action, 12/1/52 - Appointment to Mail and Files  
Sup., GS-7
74. SF 50, 9/11/53, Reassignment - Transfer from Unvouchered to Vouchered Funds.
75. SF 50, 12/4/53, Promotion to Records Mgt. Officer, GS-9
76. SF 50, 4/16/54, Reassignment from Registry Branch to Secretariat & Records Br.
77. SF 1126d - Pay Roll Change Slip "Pursuant to DCI Directive effective 3/13/55  
Salary Adjusted to 5440"
78. SF 50 - 8/25/55 - Reassignment (Change of Service Designation) from Secretariat  
& Records Branch to Furnishings & Equipment Division & Change of Position  
Title to IO Tech. Aids.
79. SF 50 11/4/55, Reassignment to Document Analyst Intelligence Div. Foreign Br.#1
80. Divider with tab marked "Actions"

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Contents of Official Personnel Folder (Left Side)

81. Sealed Envelope
82. OSS Form 1195 - Employment Date
83. Assignment Description Form - Form No. 51-1 (Oct 1946)
84. Report of Interview - Form No. 39-1 (Nov. 1946)
85. Office Memo. To PPS from [REDACTED], relative to interest in his employment - dated 5/2/47 25X1A9a
86. Letter from applicant enclosing two photographs - dated 5/8/47
87. Memo dated 5/20/47 stating policy of agency is no part time employment (Summer)
88. Memo dated 5/20/47 - from Chief Personnel Procurement to [REDACTED] rejecting for summer employment 25X1A9a
89. Memo (form) dated 5/23/47 to Chief Personnel Division transmitting applicant file.
90. Letter dated 6/4/47 - advising applicant of agency policy on part time employment.
91. Memo dated 6/30/47 to Personnel Division requesting employment of applicant for permanent position in Registry.
92. Memo dated 10/14/47 to Personnel Division advising that employee is in hospital as result of an auto accident.
93. Memo dated 12/31/47 - requesting opportunity be considered for overseas employment
94. Memo dated 1/2/48 to Personnel Division from request for overseas employment
95. Report of Interview dated 1/29/48
96. Personnel Data Sheet dated 4/1/48
97. Service Record Information Form 37-4 (No Date)
98. Personnel Action Request Form 37-3 dated 7/7/47 for appointment.
99. EOD Memo for file re. grade, salary, position title, date of clearance, etc. dated 9/8/47
100. Memo to Chief Personnel Division from FEM dated 2/2/48 requesting that BIA be cleared for overseas travel.
101. Memo to Security Branch from Personnel Division dated 2/5/48 requesting concurrence in transfer of employee to [REDACTED] 25X1A6a
102. Memo to CPD from Chief Security Branch concurring in transfer of employee to [REDACTED] 25X1A6a
103. Training Request Form (Form 51-1 Jan 1948)
104. Personnel Action Request dated 4/3/48 Resignation.
105. EOD Memorandum for file dated 4/7/48
106. Request for Overseas Transportation dated 4/7/48
107. Copy of Cable to [REDACTED] dated 4/15/48 requesting TCA 25X1A6a
108. Copy of Cable to [REDACTED] from [REDACTED] 4/19/48 notifying of TCA 25X1A6a
109. Copy of cable to [REDACTED] from [REDACTED] 4/20/48 notifying of TCA 25X1A6a
110. Copy of memo dated 4/26/48 to SFD from Chief FEM requesting advance of \$200 for employee 25X1A6a

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Contents of Official Personnel Folder (Left Side)

150. Copy of a form letter to employee dated 12/18/52 advising that his application for employment is being processed.
151. Copy of letter to employee dated 1/14/53 requesting him to contact personnel office by telephone.
152. Memo to PDC from Physical Requirements Office dated 2/4/53 stating employee given pre-employment physical found qualified.
153. Entrance on Duty Notice Form 37-114 - to TSS dated 2/9/53.
154. Copy of memo to PDC from Physical Requirements Office - same as item 152 above.
155. Record of Employee Summary Work Sheets Form 37-158.
156. Memo to Chief Security Control Staff from employee dated 2/10/53 requesting permission to enroll at George Washington University.
157. Copy of letter to employee dated 7/24/53 notifying him of an incentive award of 15
158. Copy of memo to Chief TSS dated 7/24/53 advising of approval of an employee award.
159. Request for Personnel Action SF52 dated 8/21/53 Reassignment from Unvouchered to Vouchered Funds and Change in name of an organizational unit.
160. Request For Personnel Action SF52 dated 11/9/53 Promotion.
161. Form memo Form 37-115 to Medical Division from Transactions and Records requesting a physical examination
162. Routing and Record Sheet Form 51-10 dated 1/28/54
163. Ditto Transportation action sheet (no form no.)
164. Ditto Form memo to Dispensory from CPD/OSO dated 4/6/48 requesting overseas physical
165. Ditto "Letter authorizing Permanent official Station" dated 4/9/48
166. Request for Overseas Transportation (no form No.) dated 4/7/48 to CPD
167. Copy of Form No 33-2 Special Funds Division Foreign Duty Data Sheet dated 4/26/48
168. Request for Overseas Shipment of Cargo Form 36-4 dated 4/30/48
169. Check Sheet to be completed before overseas travel is begun
170. Vendors Shipping Document (copy) dated 5/4/48
171. Final Instructions For Overseas Travel Form 36-11 dated 5/18/48
172. Ditto Sheet Recommendation of Chief of Stations regarding home leave.
173. Request for Home Leave Form (ditto)
174. Vendor's Shipping Document (copy) dated 5/4/48
175. Memo to Deputy Budget Officer from Deputy Personnel officer dated 1/26/49 stating employee is eligible to receive foreign postdifferential pay.
176. Form memo to employee (Personnel Transfer) dated 3/22/49 advising of Official station.
177. Official Dispatch to Chief Foreign Division "M" dated 1/20/50 Requesting home leave.
178. Form Memo dated 2/8/50 to Personnel Branch from FDM requesting orders for return to DC for clearance and to East Stroudsburg Penn. for discharge.
179. Personnel Transfer Letter dated 3/20/50 Employee advising him to proceed from [redacted] to D.C. when travel orders are received.
180. Foreign Travel Request Form 37-60 dated 3/20/50
181. Copy of Travel order UV 1394-50 dated 3/20/50
182. Overseas Returnee Check sheet dated 5/23/50

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Contents of Official Personnel Folder (Left Side)

- 183. Request for Personnel Action dated 3/24/54 Reassignment within TSS
- 184. Copy of memo of appreciation dated 2/15/54
- 185. Training Evaluation Administrative Support Course dated 4/12/54 (ditto)
- 186. Training Evaluations Phase 11-No 8 Form 51-86
- 187. Career Service Questionnaire Form 59-174 dated 7/12/54
- 188. Request for Personnel Action dated 8/12/55 Reassignment within TSS
- 189. In Service Action Routing Sheet Form 578 dated 8/19/55
- 190. Request for Personnel Action dated 10/25/55 Reassignment within TSS
- 191. In Service Action Routing Sheet Form 37-132 dated 10/26/55